

Number: 2003 - 4
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Subject: Transfer of Building Documents to Off-site City Archive Facility

General Considerations: Efficient use of space at the 1010 Massachusetts Avenue offices and proper maintenance of documents that are public records requires the Boston Inspectional Services Department to provide off-site storage of all documentation now stored on-site in file cabinets. Available technologies have enabled I.S.D. to make Electronic records available on the Internet. As custodian of the records, I.S.D. will maintain access to these originals upon request. The removal of the records to an off-site location is consistent with I.S.D.'s on-going movement toward greater application of available technologies to improve operations and service.

Determination and Authorization:

Under the authority of City of Boston Code c. 9-1, creating the Boston Inspectional Services Department, and consistent with the Massachusetts public records law on the Archiving of City Documents, the following actions are authorized regarding the ISD Building Jacket Documents:

1. **Relocation of originals:** The ISD building jackets now held in file cabinets located in the Fifth Floor Document Room and any overflow space on the 4th floor will be removed and transported for storage in the City of Boston Archive Facility in Hyde Park. All building jackets shall be relocated to the Archive facility at the end of each fiscal year. All scanning of materials in the building jackets from the previous fiscal year must be completed prior to the relocation of the records not yet scanned. The only original documents that will remain on-site at 1010 Massachusetts Avenue will be the building jacket records for the current fiscal year.
2. **Access to copies:** Documentation available in the building jackets will now be available on ISD's website through the infiltrate scanned document facility. The records and documentation are public records as defined in G.L. c. 4 § 7. Copies of relevant documents can be downloaded and copied at ISD for a charge of fifty cents per page and, when search time by an employee is required to obtain records, a charge for such employee's time as permitted under public records law for the Commonwealth of Massachusetts. Individuals may also search and download the documentation any where there is access to the Internet and a printer, including work or home. I.S.D. shall also provide public terminals at 1010 Massachusetts Avenue for this purpose. The keeper of records may certify upon his belief that the records presented are true and accurate copies of the original documents maintained by the I.S.D. Certification shall require the keeper to issue a statement so stating with a date stamp and initials on the documents.

3. **Additional Records:** As fresh records are created for filing in the building jackets they will be scanned into the electronic form so they may be accessible through the website facility while the originals will be transferred to the Archive Site on an annual basis and in accordance with this Bulletin - segregated and maintained by address. The records shall be maintained segregated by address for as long as they made available to the public. Until such transfer is effected, any such records shall be segregated by address and maintained in the 5th floor document room.
4. **Maintenance prior to relocation:** During the course of the year, records shall be stored in a manner to be determined by the Commissioner of Inspectional Services or his designee. The manner of storage shall enhance accessibility of the records by the public and staff.
5. **Documentation to be contained in each building jacket:** All building jackets shall be used as the public records repository for each property. Effective upon publication of this bulletin, each jacket should contain at a minimum all of the following documentation, if issued for the property:
 - all permits applications, whether issued or abandoned,
 - all issued certificates of occupancy,
 - all annually issued certificates of inspection,
 - all zoning decisions received by I.S.D.;
 - Hearing decisions issued by an I.S.D. hearing officer, and
 - Any other documentation that the Inspector of Buildings or the Commissioner of Inspectional Services may deem appropriate.

The Deputy Commissioner of Administration and Finance or his designee shall coordinate with relevant managers to ensure proper routing of all documentation after submission or issuance for scanning.

Public access to original documents

1. The original documents may be obtained by filling out a Document Request Form, which will then be sent to the Danvers Archive Facility and the document will be sent to ISD. The requester will be notified and may examine the document in the ISD Document Room for no more than two days.
2. **Retrieval fees** The charge for the retrieval service is based on the existing Document Storage and Retrieval Contract with the Boston Archives Unit of the City Clerk's Office. I.S.D. shall post the retrieval fees in a conspicuous place for the public.

The retrieval form and prices will also be added to the I.S.D. website within ninety days of the bulletin's publication. The normal time elapse from request to document delivery is two days. A requester must provide a photo identification and valid contact information to ensure proper return of any original documents. The Keeper of the Records for Boston Inspectional Services shall maintain a log of all off-site record retrieval requests.

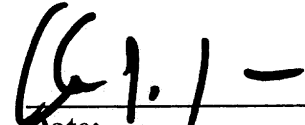
2. If a user of the website, in viewing a particular building jacket, finds that documentation is missing from the jacket, the user should make the appropriate application to ISD on the fifth floor to institute a remedy and replacement for the document. The expense for this replacement will be borne by ISD, if it is determined that the original documentation existed at one point.

Signed:

Kevin J. Joyce

Commissioner

Inspectional Service Department


Date: 9.29.03